

Documentation Checklist

Prepare your documents to meet the necessary standards for exporting.

Invoice Requirements

| Invoice | num | nar |
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| Invoice | nare |

| l | Purchase | order | num | her |
|---|------------|-------|------|-----|
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|--------|-------|-----|-------|-----|--------|----|
| Descri | ption | OT. | goods | and | servic | es |

Amount of invoice

Local address of borrower

Supplier (exporter) address in U.S.

Preferably street address, no P.O. boxes

Bill of Lading (BoL) Requirements

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- Supplier (U.S. exporter) name
- Buyer outside of the U.S. name
- Shipment originates in ECA country
- Shipment location matches supplier's address
- Shipment ends in local country
- Shipment date
- Shipping method (air, rail, truck, sea/maritime)
- Signature of carrier or carrier's agent



Preventing Fraud

Be aware of warning signs and lesson the chances of fraud.

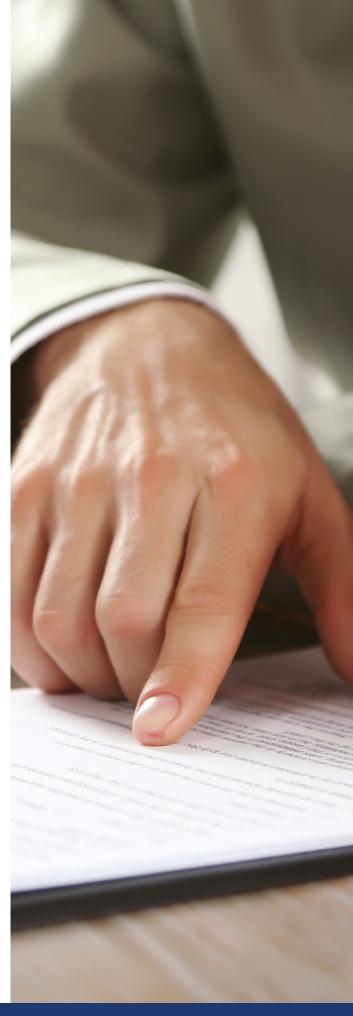
Verify Buyer Information

- Street address and phone number
- ☐ Website content amd email address
- OFAC sanction list
- Proof of identity (e.g. passport)
- Credit report or bank reference
- Audited financial statements from accredited accounting firm
- Verbal confirmation with the buyer

Common Warning Signs

- Falsified invoice or shipping documents
- Fraudulent financial statements
- Price padding to inflate value on purchase order or invoice
- Area code 305 (Miami, FL) or 915 (El Paso, TX)
- Perfectly identical signatures
- Inconsistencies in documents

Examples: vague product descriptions, price changes across invoices, varying quantities of goods, changing fonts/sizes, etc.



Protection Checklist

Protect your foreign receivables and increase your competitiveness with EXIM insurance.

Single-Buyer Insurance

Covers up to 90% of direct or indirect export sales with no deductible, thus allowing exporters to extend payments to buyers for up to 180 days.

| L | | Credit | report | dated | six | months | of | app | licatio | or |
|---|--|--------|--------|-------|-----|--------|----|-----|---------|----|
|---|--|--------|--------|-------|-----|--------|----|-----|---------|----|

| Same | line o | of busir | ness for | at l | east 3 | years |
|------|--------|----------|----------|------|--------|-------|
| | | | | | | , |

| No material adverse conditio |
|------------------------------|
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| Buyer creditworthy | according | to | EXIM |
|--------------------|-----------|----|------|
| underwriting | | | |

Sale to one buyer (once or ongoing)

Multi-Buyer Insurance

Insures up to 95% of eligible accounts receivable against non-payment; perfect for small businesses as it has a fixed premium globally and approval within ten business days.

| 🔲 In business for least one ye | ar |
|--------------------------------|----|
|--------------------------------|----|

- U.S. content is greater than 50%
- Goods ship from United States
- Up to ten foreign buyers

